



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: 10/28/2010		Total Internship hours at the start of the month:	
Week	Functions	Description	Hrs
1	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
2	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
3	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
4	Week's Activities	<p>Create a proposal for a campus-based technology committee, to include District Technology Department, Campus Administrators, Technology Integration mentor (TIM), Campus Based Technician (CBT), Librarian and teachers from a variety of disciplines. Meet regularly to discuss research-based decision-making, appropriate projects and goals. Implement projects to improve classroom & campus technology integration. (2hrs)</p> <p>Create staff and parent email groups in order to communicate with parents and staff. Send out weekly emails to parents and staff. (3hrs for 250+ parent email contacts and staff groups)</p>	5

	Standard/Indicator	TF V.B, TF VI.A	
	Communication with Site Mentor	Email and Face-to-Face	
5	Week's Activities	Design and create a digital instructional units for students. Units will teach about copyrights, CyberBullying, and how to appropriately communicate in digital environments. <i>On the Spot</i> videos will also be created to reinforce Core Curriculum. (4hrs) Create an interactive student and teacher website. Include a links page that will promote professional development and integration of technology into Core Curriculum. (8hrs)	12
	Standard/Indicator	TF V.C, TF VI.B	
	Communication with Site Mentor	Email and Face-to-Face	
Hours worked this month:			17
Total Internship hours to date including this month:			17